

**Employment Application**  
**Idaho State Law Library**

**Web:** www.isll.idaho.gov **Address:** 451 W State St., PO Box 83720, Boise, ID 83720-0051

**Phone:** 208-334-3316 **E-mail:** lawlibrary@isc.state.id.us

<b>Position Applied For: Job Title</b>  (Please print)	<b>Date</b>
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<b>Name: Last</b>	<b>First</b>	<b>Phone number</b>
<b>Mailing Address</b>	<b>Email Address</b>	
<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Will you accept: Full-time? Y ___ N ___ Part-time? Y ___ N ___ Weekends? Y ___ N ___ Date available? _____</b>		

**INDICATE AVAILABLE WORKING HOURS/DAYS:**

DAY	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Hours						

**HAVE YOU WORKED FOR THE STATE OF IDAHO BEFORE? YES NO**

Dates	Department	Supervisor

**NEPOTISM:**

<i>State policy prohibits</i> employees from participating in institutional decisions, including hiring, which involve a direct benefit to members of their <b>immediate</b> families (including the employee's spouse, child, parent, grandparent, brother, sister, mother-in-law, father-in-law, son-in-law, or daughter-in-law). Do you <b>currently</b> have a member of your <b>immediate</b> family employed at the Idaho Supreme Court? <b>Yes</b> _____ <b>No</b> _____ If Yes, please list the family member's name and department:	
<b>Family Member(s):</b> _____ _____	<b>Department(s):</b> _____ _____

**EDUCATION AND TRAINING: (You may attach a resume in place of this information)**

Dates	School	City & State	Credits	Major	Type of Degree?

**Special Licenses / Certifications / Military Experience:** \_\_\_\_\_

\_\_\_\_\_

**PREVIOUS EXPERIENCE:** (You may attach a resume in place of this information)

From/To	Hrs/Wk	Employer's / Supervisor's Name & Address	Position Title / Duties	Salary	Reason for Leaving

**PROFESSIONAL REFERENCES:** (You may attach a resume in place of this information)

Name:	Title:	Telephone: (   )
Address:		
Name:	Title:	Telephone: (   )
Address:		
Name:	Title:	Telephone: (   )
Address:		

**CONVICTION RECORD:**

A conviction record may not necessarily bar employment. Factors such as age, time of the offense, seriousness and nature of violation, as well as rehabilitation will be taken into account. **Have you ever been convicted of a felony or convicted in a military court martial? Y \_\_\_ N \_\_\_**

**Nature of offense:** \_\_\_\_\_ **Location:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Note:** All new employees must be able to provide proof of identity and eligibility to be employed in the United States of America within three business days of the date of hire.

I hereby authorize the State of Idaho to inquire as to my record with any or all of my former employers or references with no liability arising there from and guarantee the correctness of the above statements. I understand that making any false statement herein or in supplementary materials will be sufficient cause for dismissal.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_